

**STATE OF TENNESSEE
DEPARTMENT OF CORRECTIONS**



**BRUSHY MOUNTAIN
CORRECTIONAL COMPLEX**

EFFECTIVE AS OF DATE SIGNED

VISITOR'S HANDBOOK

JIM WORTHINGTON, WARDEN

**BRUSHY MOUNTAIN CORRECTIONAL COMPLEX
P.O. Box 1000
PETROS, TN. 37845**

TELEPHONE: (423) 324 - 4011

**BRUSHY MOUNTAIN
CORRECTIONAL COMPLEX**

WELCOME TO BMCX

THE ADMINISTRATION RECOGNIZES THE IMPORTANCE OF VISITS TO BOTH THE INMATES WITH WHOSE CARE WE ARE CHARGED AND TO THEIR FAMILIES. WE WILL MAKE EVERY EFFORT TO MAKE YOUR VISIT A PLEASANT ONE. IN AN ADULT CORRECTIONAL FACILITY CERTAIN GUIDELINES ARE A NECESSITY TO ASSURE THE PROPER ATMOSPHERE FOR THE INSTITUTION. THE VISITORS' HANDBOOK WILL OUTLINE THOSE GUIDELINES. IF YOU HAVE QUESTIONS ABOUT ANY PART OF THE VISITORS' HANDBOOK, PLEASE ASK ONE OF THE VISITATION STAFF. WE TRUST YOUR VISIT WILL BE A PLEASANT ONE. *


JIM WORTHINGTON, WARDEN

July 18, 2007
DATE


RUBEN HODGE, ASSISTANT COMMISSIONER

7-23-07
DATE

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Brushy Mountain Visitation Schedule

The visiting schedule for Brushy Mountain Correctional Complex is as follows:

VISITING HOURS: 8:00 AM UNTIL 3:00 PM SATURDAY, SUNDAY, AND ALL RECOGNIZED STATE HOLIDAYS

(Closed between 10:00 AM and 11:00 AM for formal count)

(No one will be allowed entry after 2:30 PM)

Monday evening visitation is limited to visitors who are unable to come on the weekend. If you have visited either Saturday or Sunday, you will not be allowed to visit on Monday. Monday night visits must be scheduled no later than 12:00 PM the Friday before and can be made by appointment only. Monday night visits are for one hour only and you must provide verification as to why you cannot visit on weekends, i.e., under doctor's care, have to work both Saturday and Sunday, etc.

COMPLAINT REFERRALS

We hope you enjoy their visit. If there is anything you see that will improve our visitation or any complaints you may have, please contact our Associate Warden at 423-324-4011 ext. 200 or send concerns in writing.

BMCX VISITATION RULES

1. All visitors and vehicles are subject to search, drug K-9's may be used during vehicle searches. Persons with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is a violation of TCA 39-16-201, Introduction of Contraband into a Penal Facility, and if these items are found in your vehicle you will be subject to arrest. Visitors having prescription drugs on state property must have the drugs in the prescription bottle. Refusal to submit to any type of search shall be sufficient grounds to deny a visit and may result in suspension of visitation privileges. Visitors are responsible for making sure their vehicles are locked and secured.
2. All visitors must register upon entering the institution at the checkpoint. All visitors must have a Valid Identification (ID). Valid Identification is any original method of identification with photograph issued by a local, state, or federal agency by which to identify a particular individual.
3. Visitors at this facility will be frisk-searched before being allowed admittance into the visitation area. All items in their possession shall also be searched. All searches shall be in compliance with TDOC Policy #506.06.

THE VISITOR'S REFUSAL TO BE SEARCHED SHALL BE SUFFICIENT CAUSE FOR DENIAL OF THE VISIT AND SHALL RESULT IN THE PERMANENT SUSPENSION OF VISITATION PRIVILEGES.

4. Visitors shall not enter any areas of the institution except for approved visitation areas and approved routes to and from those areas.
5. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate who is not in classification or maximum security.
6. For the purposes of this handbook, immediate family consists of mother, father, husband, wife, children, grand children, brother, sister, grandmother, grandfather, half-siblings, so-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law. Stepparents may be considered within this definition. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration. No visitor shall be admitted for visitation until the application is approved, except for immediate family visitors of newly committed inmates. In such instances, the Warden shall have the names of the inmate's immediate family members added to the approved visitor's list, until receipt and approval of the visitation application. (No more than 60 days from inmate intake date shall be allowed for this purpose.) Stepparents in loco parents may be considered within this definition when it has been verified that the inmate was reared by this individual as a result of death, divorce, desertion, or other absences of a parent. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration.

7. Every visitor, regardless of age, shall have an approved visitation application on file. All visitors who are currently on approved lists but do not have visitor application on file, shall submit an updated application within 6 months of August 1, 2007. Children age 6 and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will be updated at ages 10, 14, and 18.
8. Children under 18 years of age may visit provided they are accompanied by their parent, legal guardian, or guardian who is also on the inmate's approved visiting list. Identification is not required for children under the age of 16 years: however, a CR-2152 with a recent picture must be on file. The custodial parent or legal guardian must provide a completed and notarized Parental Consent/Release for Minor's Visitation Form (CR-2152, page 2), which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched.

The requirements of above do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.

MAXIMUM SECURITY INMATES ARE ONLY ALLOWED VISITS FROM IMMEDIATE FAMILY MEMBERS.

Classification inmates are only allowed visits from immediate family listed on the initial classification sheet, for one (1) hour on either Saturday or Sunday. Immediate family members are allowed to visit for 60 days from the date an inmate enters classification without an approved Visitation Application. During this time immediate family members are urged to submit a Visitation Application for approval. After the 60 days, visits will only be permitted to visitors on the inmate's Approved Visitation List. Non-immediate family members may submit a visitation application for approval after the inmate has been classified.

Visitors may not be on more than one inmate's visitation list unless they are an immediate family member and the relationship can be substantiated. Any visitor who has been removed from an inmate's visiting list must wait one year before being placed on another inmate's list.

If the inmate or visitor leaves the visiting area, the visit will be considered terminated for that day. **Visitors will not be allowed to return to their vehicle to get more money to put on their debit card.** Visitors and inmates visiting outside will say their good-byes at the picnic area. Inmates will then come back inside first and report directly to their respective living areas.

Visitors shall not give the inmate any item to return to their living area. Inmates may not wear any jewelry to visit except for a wedding band and a religious medallion. Visitors shall not be permitted to give their visitor(s) anything when leaving the visitation area without prior authorization.

Inmates shall be responsible for ensuring that their visit is conducted in an orderly manner in compliance with the rules and regulations set forth by the Tennessee Department of Corrections and this institution. Failure to follow these guidelines may result in disciplinary action, suspension of visiting privileges or both.

Inmates will be dressed as outlined in TDOC Policy. The only items the inmates may bring to the visiting area are those items allowed by regular visiting rules. **T-Shirts must be tucked in.**

Except for privileged officials, visitors as specified in TDOC Policy #507.02 shall not be allowed to deliver packages, correspondence or printed materials to inmates. All monies to be deposited shall be mailed in certified check, cashier's check, government check or money order form.

During an institutional emergency, visitation may be canceled as deemed appropriate by the Warden.

If space becomes a problem, visits may be terminated on a first come, first to leave basis. The only exception would be visitors who have traveled a long distance and who visits infrequently.

The following will apply for persons with past criminal felony convictions:

- (1) Only immediate family members with active felony conviction records may submit a visitor application for approval six months following release from incarceration or placement on probation/community corrections or parole supervision (written consent of supervising officer/counselor is required).
- (2) The Warden may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized.

The following will apply to former employees:

Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of inmate.

If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered, even if the employee had become an immediate family member.

If the person's separation from TDOC service was the result of a violation of Policy #305.03, Employee/Offender Relationships, visitation requests will not be considered, even if that individual has become an immediate family member.

If the person's separation from TDOC service was voluntary and not due to the events as described above, the individual may submit an application for consideration after 48 months from the date of TDOC separation.

If a person's separation from TDOC service was completely voluntary with no policy violation and the person is currently married to the inmate, visitation requests shall also not be considered for a period of 12 months from the date of the marriage to the inmate, nor for a period of 48 months from the TDOC separation. If the former employee worked at the facility where visitation would occur, visitation will not be allowed.

Former TDOC employees, on visitation list as of October 1, 1998, shall be allowed to remain on the list.

NCIC Background Check Information

Each visitor is subject to an NCIC background check as part of the applicant approval process.

Frequency of Visits and Number of Visitors

The visitation schedule shall include Saturdays, Sundays and state holidays as designated by the Commissioner's office. Visitation shall occur on Monday evenings from 5-8 PM to ensure visiting privileges for those inmates unable to visit on weekends. If an inmate gets a visit on Saturday, Sunday, or holiday, he will not be eligible for a Monday night visit. Also, the Monday night visit may be limited to one hour.

Minimum Direct/Trusty:

Saturday, Sunday, and all state holidays as designated by the Commissioner's office, from 8:00 AM to 3:00 PM. Monday evenings from 5:00-8:00 PM and may be limited to one hour.

No number limit will be placed on persons visiting minimum security inmates at the picnic area or the minimum visiting gallery.

Minimum Restricted/Medium/Close:

Saturday, Sunday, and all state holidays as designated by the Commissioner's office, from 8:00 AM to 3:00 PM. Monday evenings from 5:00-8:00 PM and may be limited to one hour.

Due to space limitations, the number of people visiting an inmate in the medium visiting gallery at any one time shall not exceed five persons over the age of 18. Visits will normally be limited to one hour unless extended for persons who have traveled 200 miles or more. Classification inmates may receive only one visit per weekend, with up to five adults, children will not be covered.

Maximum:

Maximum security inmates will be allowed non-contact visits in the maximum security visiting gallery.

Only four persons per visit will be allowed to visit with a maximum security inmate.

Saturday or Sunday (not both) and all state holidays as designated by the Commissioner's office from 8:00 AM to 3:00 PM for one hour if the time doesn't interfere with other visitors who are waiting to visit.

Monday evenings from 5:00-8:00 PM and may be limited to one hour if the time doesn't interfere with other visitors who are waiting to visit.

Visits shall be scheduled as per TDOC Policy #506.16 for segregated inmates.

For security reasons, Administration Segregation (maximum custody) and transients shall not be allowed to receive visits from anyone except immediate family, attorneys and ministers.

Exceptions may occur if the following circumstances exist:

The inmate does not receive any visits from immediate family; a non-family member may be approved by the Warden.

If the inmate's circumstances change and he starts receiving visits from family, the Unit Manager will notify the Warden and the inmate's visitation status will be reviewed.

Transient Inmates

Inmates, who are in transient status, shall not be allowed any visitation for two weeks. (Attorneys and clergy are exempt.) The Warden may allow special visits at the end of the two weeks but only for immediate family members.

INSTITUTIONAL CLINIC VISITATION:

Inmates who are patients in the infirmary shall be allowed visits in a time, place, and manner as scheduled by the Warden or his/her designee on a regular basis, provided that the attending physician/health provider allows it.

Outside Hospital

Inmates who are patients in community hospitals shall not be allowed visits, unless:

- a. The hospitalization exceeds two weeks continuous duration, or
- b. The inmate is in critical condition or terminally ill
- c. The Warden/designee approves the visit

In accordance with hospital policy, children may be allowed to visit if accompanied by an adult who has been approved by the facility and it is in accordance with hospital policy.

Visitation shall be restricted to two visitations per week unless the inmate is critical and a maximum of one-half hour per day per approved visitor during established hospital visitation hours, unless further restricted by the attending physician.

Hospital visiting rules as well as TDOC rules are to be obeyed.

No gifts, food, or packages shall be allowed for inmate patients.

Visits shall be subject to termination and/or suspension under the same criteria as with institutional visits.

The officer(s) in charge shall maintain a log of names of each visitor, time of arrival, and time of departure.

Visitor's Restroom

Minimum Security Visitor's Restrooms are located in the Visitation Building.

Medium Security Visitors Restrooms are located near the officer's station.

HSA Security Visitor's Restrooms are located next to the vending machines.

Directions To Brushy Mountain Correctional Complex

From Knoxville: I-40 west, take Pellissippi Parkway exit, go completely through Oak Ridge to the last red light in Oliver Springs. Turn right onto Highway 62 and travel approximately nine miles. There will be signs on the right hand side of the road that will lead you to Highway 116 and Petros. Turn right onto Highway 116. The prison is approximately three miles on the left side of the road.

From Nashville: I-40 East to Harriman exit. Approximately three miles North of Harriman, take Highway 27 North until you reach the first red light in Wartburg. Turn right onto Highway 62. Approximately 10 miles you will see directional signs on the right side of the Highway. Turn left onto Highway 116. The prison is approximately three miles on the left side of the road.

From Chattanooga: Take Highway 27 through Soddy-Daisy, Dayton, Spring City, Rockwood and Harriman all the way to the first red light in Wartburg. Turn right onto Highway 62. Travel approximately 10 miles you will see directional signs on the right side of the Highway. Turn left onto Highway 116. The prison is approximately three miles on the left side of the road.

From Oakridge: Go completely through Oakridge to the last red light in Oliver Springs. Turn right onto Highway 62 and travel approximately nine miles. There will be signs on the right hand side of the road that will lead you to Highway 116 and Petros. Turn right onto Highway 116. The prison is approximately three miles on the left side of the road.

Lodging Accommodations in the area:

In Wartburg

Scenic River Inn
915 Main Street
Wartburg, Tennessee 37887
(423) 346-5733

In Harriman

Harriman Hotels
1845 South Roane Street
Harriman, Tennessee 37748
(866) 826-9330

Harriman Hotels
1867 S. Roane Street
Harriman, Tennessee 37748
(866) 826-9330

In Oakridge

Super 8 Motel
1590 Oak Ridge Turnpike
Oakridge, Tennessee 37830
(865) 483-1200

Days Inn
206 South Illinois Avenue
Oakridge, Tennessee 37830
(865) 483-5615

Dress Code for Visitors:

Persons entering TDOC facilities should be encouraged to dress comfortably and in casual attire; however, they shall be expected to comply with the following basic dress requirements. Wardens may further define these requirements in local policy.

- a. Clothing shall fit in an appropriate manner. Clothing appearing to be too large or too small for the wearer, which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected by the shift supervisor.
- b. Visitors must wear undergarments. (Samples of undergarments deemed inappropriate are things and water brassieres.)
- c. Appropriate footwear to provide basic foot protection shall be required while on institutional grounds. Open toe shoes or sandals are permitted. Steel-toed shoes, shower shoes, and flip-flops are prohibited.
- d. Shorts or skirts are permitted provided the leg is covered to within three inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn.

The below listed types of clothing are specifically prohibited throughout the year:

- a. Garments manufactured from spandex or spandex-type fabrics.
- b. Any clothing that is transparent or translucent in nature.
- c. Sleeveless shirts and blouses.

- d. Camouflage attire.
- e. Worn or tattered clothing with holes.
- f. Clothing with logos that contain pictures, slogans, or vulgarity, or contain signs or symbols of security threat groups (STG), or any clothing determined by the processing officer to be associated with any STG. The association may be made by color combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
- g. Splits in dresses or skirts that extend three inches above the knee, or slits which cause the entire dress or skirt to be above the knee, will not be permitted.
- h. Bandannas.

Visitors may not wear excessive clothing such as two pairs of pants or an extra shirt under their top layer of clothing. This is necessary to prohibit the exchange of clothing between inmates and visitors.

Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.

Denial, Termination and Suspension

Physical contact shall be restricted to a brief embrace and kiss at the beginning and end of visit. INMATES AND VISITORS SHALL NOT ENGAGE IN ANY UNDUE PHYSICAL CONTACT, I.E., CARESSING, KISSING, LAP SITTING, ENTWINING OF LEGS, ETC. Holding hands during visiting is permissible.

Children shall be kept under the constant supervision of the accompanying adult at all times. Boisterous, disruptive behavior shall be sufficient grounds for termination of a visit. Children shall be accompanied to play areas, restrooms and any other area outside the immediate area in which the visit is being conducted. Children shall be escorted from the checkpoint area to the parking lot and vice versa. Children shall not be allowed to remain in vehicles unattended. Children shall not be allowed to play or interact with any inmates not being visited by such child/children and/or the adult(s) accompanying such child/children. No inmate shall be allowed to play with, carry or hold any child/children belonging to other inmates or visitors and not belonging to that particular inmate or his personal visitor(s). Any discipline of child/children shall be verbal only and may be imposed only by the accompanying visitor.

Any visitor may be denied entrance to the visiting area for any reason including, but not limited to:

- a. Refusing to show proper identification
- b. Refusing to submit to a search.
- c. Appearing to be under the influence of drugs or alcohol.
- d. Insufficient space for visiting.
- e. Possession of contraband.
- f. Inappropriate dress.
- g. Displaying of security threat group (STG) symbols or affiliation.

Visits may be terminated by the shift supervisor upon recommendation by the officer in charge of the visiting area; however, less restrictive measures are encouraged, such as warning the inmate and/or the visitor(s). Examples of reasons for warnings or termination include, but are not limited to:

- a. Inmates or visitors who violate visitation conduct rules.
- b. Failure by visitors to control their children.

Visiting privileges may be suspended in accordance within the timeframes listed below for any reason, including, but not limited to, the following:

- a. Visitor(s) and/or inmate have become intoxicated during the visit- 12 months and up to termination.
- b. Visitor repeatedly violated visiting rules- 6 months

- c. Visitor continually failed to control children- 6 months
- d. Inappropriate sexual contact- 12 months

In the following cases, a visitor may be suspended for a period from 12 months up to and including permanent restriction:

- a. Attempting to introduce controlled substances or firearms into the institution, including concealment of weapons or controlled substances, in such a manner in the visitor's vehicle that gives an indication of a possible attempt to introduce the contraband into the facility. Mitigating circumstances, such as traces of a controlled substance found in a vehicle in such manner not appearing to be concealed, may warrant a lesser visitation suspension penalty.
- b. A visitor, who is arrested, shall be suspended pending disposition of the case which may include any conviction, disposition, e.g., incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.
- c. Visitor(s) who exhibit behaviors and actions, which, in the Warden's opinion, could jeopardize the security of the institution.

Visiting Areas:

All institution visits (to include persons with disabilities) shall take place in areas designated by the Warden. The area should allow reasonable ease of communication between inmates and their visitors.

Minimum security visitation is just inside the main gate and has an outside picnic area.

Medium security visitation is located in the main building just inside the main entrance and upstairs. Transportation will be provided from the main gate to this location.

Inmate visitation for Max inmates is located in the visiting gallery located in the High Security Annex. This is non-contact visiting. Transportation will be provided from the main gate to this location

- a. Minimum custody inmates should be given the most flexibility and choices about areas for visitation.
- b. Maximum and close custody inmates at Level 4 custody facilities shall be restricted to more secure areas for visiting due to supervision requirements.
- c. Attorneys and inmate clients shall, upon request, be afforded for their visits.
- d. Cooking at minimum-security annexes may be permitted once a week (Saturday or Sunday) during these months. The Warden shall develop procedures that will specify food items and allowable amounts when cooking is permitted. These procedures must be approved by the Assistant Commissioner of Operations prior to implementation. The amount of food permitted must be in proportion to the number of persons visiting the inmate.
- e. At the Warden's discretion, the outside visitation areas for minimum custody inmates may be operated from November 1 through March 31. No food items, except institutional vending machine food, are approved for consumption on the outside visiting area during this time period, except during weekends where cooking is permitted.

Vending machines are furnished in visitation areas.

Property of Visitors:

Except for privileged official visitors or as specified in policy #507.02, visitors shall not be allowed to deliver any items to inmates.

No monies will be permitted past the visitor's checkpoint area. Visitors may use the vending machines in the visitation areas using a special debit card that may be purchased at the visitation check point. Initial cost of the card is \$5.00 (card cost is \$2 and \$3.00 is credited on your card) Once a card is purchased, money can be added in increments of \$1, \$5, \$10 or \$20. The purchase limit on cards will remain at \$50.00.

Electronic communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor; for example, a physician, emergency personnel, etc., a detailed written request shall be prepared and submitted to the Warden. If such a request is approved by the Warden, the device is subject to search by opening compartments upon entry and departure of the visitor.

Visitors shall not be allowed to bring any items into visitation areas except:

- a. Baby items (i.e., one (1) pacifier, two (2) baby bottles (**plastic only**), three (3) disposable diapers, formula, unopened factory sealed baby food in plastic bottles containers, one (1) teething ring, one (1) blanket, and one (1) plastic baby spoon per infant. Baby wipes may be brought in a clear plastic bag.
- b. Car keys

Brushy Mountain Correctional Complex is a tobacco free institution. Tobacco products need to remain in the vehicle and out of view.

TITLE VI CIVIL RIGHTS ACT OF 1964

The TDOC/BMCX will not discriminate on the basis of race, color, or national origin in any aspect of its provision of services.

PROHIBITED PRACTICES INCLUDE:

- 1. Denying or failing to provide services or providing inferior, separate different services to individuals based on race, color, or national origin.
- 2. Segregation or restricting individuals in any way related to the receipt of services or benefits on the basis of race, color, or national origin.
- 3. Requiring different standards or conditions for acceptance into programs based on race, color, or national origin.
- 4. Permitting different standards or conditions for acceptance into programs based on race, color, or national origin.

Should you feel that you have been discriminated against the following avenues are available to address your concerns:

- 1. The Inmate Grievance Process.
- 2. Contact your local Title VI Coordinator- Warden Jim Worthington
- 3. Tennessee Human Rights Commission- Tennessee Department of Personnel,
First Floor James K. Polk Building
Nashville TN 37219
(615) 253-6717
- 4. US Dept of Justice
Civil Rights Coordinator & Review Section- NYA Civil Rights Division
950 Pennsylvania Ave, NW
Washington D.C. 20530
(888) 848-0306 (Toll Free Voice and TDD)

Inmates with limited English Speaking Skills are identified as "LEP", Limited English Proficiency. If you have problems with English or know someone who needs assistance please contact David Pack, Principal (at the Morgan Site), or your Unit Manager. Interpreting services are available. Inmates without a High School diploma can also be placed in school where they can receive assistance in English. Inmates identified as "LEP" are given an ID card coded in blue stating the inmate's primary language.

TITLE VI STATEMENT

Title VI of the Civil rights Act of 1964 requires federally assisted programs to be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color, or national origin.

Taxi Services

Taxi Phone Numbers:

Yellow Cab Company, 112 Randolph, Oak Ridge, TN.
Phone: (865) 483-4343

Regency Cab Company, 5224 John Hill Road, Knoxville, TN.
Phone: (865) 573-9648

Aikens Cab Company, 530 Morgan Street, Harriman, TN.
Phone: (865) 882-5600

Bodines Cab Company, 901 Georgia Street, Harriman, TN.
Phone: (865) 882-1000

Jack's Cab Company, 530 Morgan Street, Harriman, TN.
Phone: (865) 882-1828

NOTE: ALL CALLS ARE LONG DISTANCE FROM PETROS.

OUTSIDE VISITING ACCESS AND APPROVED ITEMS:

BRUSHY MOUNTAIN FOOD ITEMS MINIMUM SECURITY VISITING AREA
EFFECTIVE AUGUST 1, 2007

The outside visiting area will only be available for Saturday and Sunday visiting, and state holidays as designated by the Commissioner's office. The outside Visiting area is not open for Monday night visitation.

Cooking at minimum-security annexes may be permitted once a week (Saturday or Sunday) during these months.

Month of April- Cooking on Saturday
Month of May- Cooking on Sundays
Month of June- Cooking on Saturdays
Month of July- Cooking on Sundays
Month of August- Cooking on Saturdays
Month of September- Cooking on Sundays
Month of October- Cooking on Saturdays

The institution retains the right to close the outside visiting area as deemed appropriate by the Shift Supervisor in charge due to weather, staff shortages, and emergencies, etc. Should this be required, the Associate Warden of Operations and/or Warden will be advised of such action verbally and in writing.

ALLOWABLE ITEMS

THE FOLLOWING ITEMS SHALL BE ALLOWED IN THE MINIMUM SECURITY VISITING AREA IN THE DESIGNATED QUANTITY ON SCHEDULED COOKING DATES, AS DESIGNATED BY POLICY 507.02.

ONE SERVING FOR EACH PERSON OF ONE AND ONLY ONE OF THE BELOW LISTED ITEMS

ITEM	TYPE	LIMIT
HAMBURGER	FROZEN PATTIES OR INDIVIDUAL PORTIONS, COMMERCIALY CLEAR, PACKAGED & SEALED BY GROCER	1 SERVING PER PERSON
OR		
STEAKS	BONELESS STEAK, CLEAR COMMERCIALY SEALED PACKS, UNOPENED	1 SERVING PER PERSON
OR		
CHICKEN	BONELESS OR SKINLESS FILETS ONLY, COMMERCIALY CLEAR PACKAGED & SEALED	1 SERVING PER PERSON
OR		
WIENERS/HOT DOGS	COMMERCIALY CLEAR, VACUUM SEALED PACKAGES	1 PACKAGE

CHIPS	COMMERCIALY SEALED, PACKAGES, POTATO CHIPS, CORN CHIPS, PORK RINDS, ETC.	1 BAG
BREAD	COMMERCIALY CLEAR, PACKAGE AND PRE-SLICED BREAD, HOT DOG BUNS OR HAMBURGER BUNS ONLY- NO ROLLS	1 LOAF AND/OR PACKAGE PER ITEM
CHEESE	PLASTIC WRAPPED INDIVIDUAL SLICES/ COMMERCIALY PACKAGED, CLEAR PLASTIC BAG, UNOPENED	1 LB. MAXIMUM
DRINKS	SOFT DRINKS MAY BE PURCHASED FROM THE INSTITUTIONAL VENDING MACJINES ONLY.	
CONDIMENTS, SALT & PEPPER, MAYONNAISE, MUSTARD, CATSUP, STEAK SAUCE	COMMERCIALY PACKAGED AND SEALED, INDIVIDUAL SERVING PACKETS ONLY	IN AN AMOUNT TO COMPLIMENT AMOUNT OF FOOD BROUGHT
GARNISHMENTS, SHREDDED LETTUCE, SLICED TOMATOES, SLICED PICKLES AND SLICED ONIONS ONLY	CLEAR ZIP-LOCK BAG EACH BAG	

NO DELI ITEMS OR FRUIT ALLOWED. CANDY & PIES MAY BE PURCHASED FROM INSTITUTIONAL VENDING MACHINES ONLY

ICE CHEST	STYROFOAM (PLAIN, NO PICTURES OR LOGOS, WHITE ONLY)	1 PER FAMILY
ICE	COMMERCIALY PACKAGED, CLEAR PLASTIC BAG, UNOPENED	10 LB. LIMIT
CHARCOAL	SELF-STARTING, COMMERCIALY SEALED, NO STARTING FLUIDS	8 LB. BAG PER PICNIC
COOKING UTENSILS	PLASTIC, RUBBERMAID, ETC. (NO GLASS OR METAL) SPATUAL, FORKS, TONGS, (NO LEXAN, METAL OR HARD PLASTIC)	ONE UTENSIL PER FAMILY

NO PLASTIC CUPS OR CONTAINERS ARE ALLOWED

ALUMINUM FOIL	MUST BE SEALED (UNOPENED)	ONE ROLL
EATING UTENSILS	DISPOSABLE PLATES, FORKS, KNIVES, SPOONS, WHITE, DISPOSABLE, 6" OR LESS, <u>NO LEXAN, METAL OR HARD PLASTIC WILL BE ALLOWED</u>	ENOUGH FOR EACH VISITOR/INMATE
PAPER PLATES	MUST BE COMMERCIALY SEALED (UNOPENED)	ONE ROLL

ANY ITEMS THAT CANNOT BE THOROUGHLY SEARCHED BY THE OFFICER UTILIZING REASONABLE CARE WILL BE REJECTED

FOOD SHOULD ONLY BE BROUGHT IN QUANTITIES THAT MAY BE CONSUMED DURING THE PICNIC. ANY FOOD NOT CONSUMED MUST BE REMOVED BY THE VISITOR. INMATES ATTEMPTING TO CARRY FOOD FROM VISITATION WILL BE SUBJECT TO DISCIPLINARY ACTION.

LIGHTERS WILL BE AVAILBLE IN THE VISITATION CHECKPOINT TO LIGHT THE CHARCOAL. THESE ITEMS WILL BE CHECKED OUT INDIVIDUALLY, YOUR PHOTO ID WILL BE LEFT WITH THE OFFICERS UNTIL THE LIGHTER IS RETURNED. LIGHTERS NEED TO BE RETURNED AS SOON AS POSSIBLE AFTER THE CHARCOAL IS LIT FOR AVAILABILITY TO OTHER VISITORS.

TRASH CANS WILL BE PROVIDED ON THE PICNIC AREA. ALL PARTICIPANTS ARE TO THOROUGHLY CLEAN UP THE PICNIC AREA BEFORE LEAVING, PLACING ALL TRASH IN THE APPROPRIATE CONTAINERS. **NO LITTERING IS ALLOWED.**



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